

U.S. District Court
Northern District of Ohio
U.S. Pretrial Service & Probation Office



Career Opportunity
VA #18-13

Receptionist

Location: Cleveland, Ohio

Reports to: Supervising Probation Clerk

Position Type: Full-time permanent

Area of Consideration: All qualified applicants

Classification: CL 22/23

Salary Range: \$27,783 - \$55,979

(Promotion potential to higher level without further competition)

Posted: May 24, 2018

Closes: Opened until filled – first consideration will be given to applications received by June 15, 2018.

The U.S. District Court for the Northern District of Ohio is comprised of eleven authorized District Judgeships, two senior judges, and seven magistrate judges. The Northern District of Ohio is headquartered in Cleveland and has divisional offices in Akron, Toledo and Youngstown. The Pretrial Services & Probation Office has an immediate opening for Receptionist in the Cleveland office.

POSITION OVERVIEW

This position is located in the U.S. Pretrial Services and Probation Office in Cleveland, Ohio. The receptionist provides office reception and administrative support for the office and provides support in a wide range of areas, including preparing and processing documents and correspondence, assisting in record checks, and creating and maintaining files.

EDUCATION

To qualify for a CL22 position, the incumbent must be a high school graduate or equivalent. To qualify for the CL23, candidate must also have at least two (2) years of general experience. Experience in the legal or criminal justice field is preferred but not required.

REPRESENTATIVE DUTIES

The incumbent performs administrative and clerical duties such as, but not limited to:

- Perform receptionist duties by greeting visitors/callers in person and by telephone, answering routine questions, and directing visitors/callers to the appropriate person or department. Route all duty calls to duty officers and maintain logs.
- Inform offenders/defendants reporting for supervision or investigation on procedures for completing appropriate forms and authorizations. Advise offenders/defendants reporting for the first time regarding officer assignment and basic initial procedures.
- Prepare reports, orders, letters, memoranda, and other correspondence, including typing, keyboarding, formatting, proofreading and generating documents from templates, notes, etc. Type and edit reports.
- Perform data entry and gather case statistics per office policy.
- Create new files and maintain files up-to-date and in accordance with established office policies and procedures.

- Scan, upload and process intake documents, reports, etc. and electronically submit documentation into appropriate databases and/or automated systems. Manages workload according to established procedures and time constraints.
- Receive, prioritize, and route all incoming materials from within the court to appropriate individuals in the office. Receive, screen, and route incoming and outgoing mail to appropriate persons or offices; and process mail requiring special handling. Answer routine questions and directs visitors/caller/clients to the appropriate person or department. Perform receptionist duties as needed.
- Assist with conducting criminal record checks through local or national law enforcement systems.
- Perform other administrative duties as assigned.

CONDITIONS OF EMPLOYMENT:

Applicants must be U.S. citizens or eligible to work in the United States. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

BENEFITS

Employees of the U. S. District Court are eligible for, but not limited to, the following employment benefits: Accrual of paid vacation and sick leave days, and paid holidays • Participation in pre-tax benefit programs (health, dental, and vision insurance programs; flexible spending accounts; commuter reimbursement benefit) • Group life insurance and long term care insurance • Participation in the Federal Employees Retirement System (FERS) • Traditional (pre-tax) and Roth (after-tax) retirement savings and investment plan through the Thrift Savings Plan (TSP) with employer matching contributions • Extensive on-line training options • Federal court employees can join the Federal Court Clerks Association, a national, professional court organization • Fitness center • Transit subsidy.

HOW TO APPLY:

Email the following documents IN A SINGLE PDF to apply@ohnd.uscourts.gov. ALL DOCUMENTS MUST BE PROVIDED TO BE CONSIDERED FOR THIS POSITION:

- Subject of Email should read: **Vacancy 18-13 Receptionist.**
- Cover Letter addressing your particular skills and experience; with an explanation of how those skills and experience may contribute to the organization.
- Current Resume.
- List of three (3) professional references.
- Completed Employment application (AO78) found at this link: <http://www.ohnd.uscourts.gov/careers>.

Applicants selected for interviews must travel at their own expense and relocation expenses will not be reimbursed. First consideration will be given to application packets received not later than the close of business (5:00 p.m. EST), on June 15, 2018. All requested documentation must be provided in order to be considered for this position. Due to the volume of applications received, the Court will only contact those applicants who will be interviewed.

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants must be a U.S. Citizen or be eligible to work in the United States. All appointments subject to FBI Fingerprint background investigation; with periodic reinvestigation, if applicable. Retention depends on favorable suitability determination. Judiciary employees serve under excepted appointments, and are considered "at will" and can be terminated with or without cause by the Court. All appointments are subject to mandatory electronic funds transfer. All employees are required to adhere to the Code of Conduct for Judicial Employees that is available to review at <http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>. The Court reserves the right to fill more than the advertised number of positions with this announcement, may modify the conditions of this job announcement, or may withdraw the announcement, any of which may occur without prior written or other notice.